



## **POSITION OPENING**

### **COMMUNITY SERVICE OFFICER**

**Department: POLICE**

#### **Job Description**

##### **Role and Responsibilities**

Position is a non-sworn uniformed position that works in a law enforcement environment assisting Police Officers with administrative, patrol, and other duties as needed or assigned. Primary duties include cataloging evidence, park patrol, and running errands. This position is intended to introduce and prepare individuals for a career in law enforcement. The position is part-time with flexible hours averaging 25 hours per week. Typical daily duties include:

- Responsible for organizing and managing the Property Room, ensuring proper procedures are followed for cataloging, filing, handling and transporting evidence. Additional responsibilities for a number of administrative clerical tasks including, filing police reports and other records.
- Responsible for completing a variety of deliveries as directed, including court messenger service, inter-agency delivery, found property pickup.
- Patrol support services, including traffic direction, speed studies, security standby, vehicle lock outs, fingerprinting, crime prevention, response to medicals as directed, first aid.
- Responsible for safety and supervision of park system users and property, including contact with facility users and maintenance and recreation staff, education regarding park ordinances, visual checks and special events.
- Responsible for assuring that squad and other police vehicles are ready for service, including cleaning, transport for service, and arranging for repair and maintenance of equipment as assigned.
- Other duties as assigned or apparent.

##### **Skills and Abilities**

- Ability to communicate well with the public and city employees.
- Ability to complete tasks assigned in a timely manner.
- Ability to define problems and draw valid conclusions.
- Sense of loyalty and responsibility toward the City.
- Possesses time management and planning skills.
- Understands the desired end product of job assignments in order to ascertain the most efficient and effective way to achieve the desired work product.

##### **Qualifications and Education Requirements**

- **Work Experience:** High school diploma or GED, and enrollment in accredited law enforcement courses or program. Must have practical knowledge of MS Office Word and Excel software applications. First Aid and CPR certification preferred. To be eligible for employment, candidates must pass a background investigation to the City's sole satisfaction.
- **Licenses:** Valid Minnesota driver's license is required with driving record acceptable to the City.
- **Environmental Conditions:** Expected exposure to inclement weather; possible exposure to blood borne pathogens. Position demands driving in all weather and topographical conditions.
- **Physical Demands:** Occasionally involved in lifting and/or moving objects; standing for long periods.
- **Mental Demands:** Possible interaction with criminal elements. May occasionally deal with angry or upset citizens and public.

### Additional Information

- Normal workweek Monday-Friday, however hours may vary.
- Non-exempt.
- Work is performed under the direct supervision of the Lieutenant.
- Starting at \$20.86 per hour.
- Anticipated start date of April 24, 2017.

### How to Apply

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php> or by contacting Ann Schroeder at 952.447.9803
2. Email completed application and any additional information to [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com) or mail to:  
City of Prior Lake  
Attn: Human Resources  
4646 Dakota Street SE  
Prior Lake, MN 55372
3. Applications are due by 8:00 am on March 27, 2017.

### Non-Discrimination Policy

*The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.*